

U.S. Army-Hawaii SEM				
INVENTORY OF DOCUMENTS AND RECORDS (Reference: SEMP 10 and 16)				
Documents and Records	Location/Notes	Maintained by	Minimum Retention Time	Comment/Reference
DRINKING WATER				
Lab Analysis Results	Bldg 105, 3rd FL	Environmental	10 years	
Public Notifications and Reporting of Standard Deviances	Bldg 105, 3rd FL	Environmental	10 years	
Annual Consumer Confidence Report	Bldg 105, 3rd FL	Environmental	10 years	
SDW Operator Certifications	Environmental shared drive	Environmental	Indefinitely or until termination of employee	
General Correspondence	Bldg 105, 3rd FL / Environmental shared drive	Environmental	10 years	
SOPs	Bldg 105, 3rd FL	Environmental	Indefinitely or until superceded	
Public Water System Permits (FS 341; SB 345; TAMC 346; AMR 337)	Bldg 105, 3rd FL / Environmental shared drive	Environmental	Indefinitely	
Privatization System Documentation (KMC 144 - Privatized - Operated by Pural Water Specialty Co.)	Bldg 105, 3rd FL	Environmental	10 years	
Monitoring and Sampling Schedule	Bldg 105, 3rd FL / Environmental shared drive	Environmental	10 years	
Monitoring Form	Environmental shared drive	Environmental	Indefinitely or until superceded	
CLEAN AIR				
Completed Monitoring Forms	Bldg 105, 3rd FL	Environmental	10 years or as permit status changes	
Semi-Annual Report to DOH	Bldg 105, 3rd FL / Environmental shared drive	Environmental	10 years	
Annual Report to EPA and DOH	Bldg 105, 3rd FL / Environmental shared drive	Environmental	10 years	
Annual Permit Fee/Payment	Bldg 105, 3rd FL / Environmental shared drive	Environmental	Indefinitely or as permit status changes	
Opacity Reader (s) Certification	Bldg 105, 3rd FL / Environmental shared drive	Environmental	10 years	
ODCs/Refrigerant Technician Certification	-	-	Indefinitely or until termination of employee	Environmental Division is in the process of obtaining certificaiton copies
ODC Management Plan	Bldg 105, 3rd FL	Environmental	Indefinitely or until superceded	
Fire Extinguisher Management Plan	Bldg 105, 3rd FL	Environmental	Indefinitely or until superceded	
Permit Renewal Application	Bldg 105, 3rd FL / Environmental shared drive	Environmental	Indefinitely or as permit status changes	
General Correspondence	Bldg 105, 3rd FL / Environmental shared drive	Environmental	Indefinitely	
SOPs	Bldg 105, 3rd FL	Environmental	Indefinitely or until superceded	
Covered Source Permit (Title V) - WAAF&SB	Bldg 105, 3rd FL / Environmental shared drive	Environmental	Indefinitely or as permit status changes	
Noncovered Source Permit - TAMC	Bldg 105, 3rd FL / Environmental shared drive	Environmental	Indefinitely or as permit status changes	
Monitoring Schedule	Bldg 105, 3rd FL	Environmental	10 years	
Monitoring Form	Environmental shared drive	Environmental	Indefinitely or until superceded	
CLEAN WATER				
DOH Annual Report	Bldg 105, 3rd FL	Environmental	5 years	
Storm Water Runoff Monitoring Results	Bldg 105, 3rd FL	Environmental	5 years	
DOH/EPA Inspections Reports	Bldg 105, 3rd FL	Environmental	5 years	
Inspection Deficiencies and Corrective Action Records	Bldg 105, 3rd FL	Environmental	5 years	
Public Education and Outreach Initiatives	Bldg 105, 3rd FL	Environmental	5 years	
Permit Renewal Application	Bldg 105, 3rd FL	Environmental	5 years	
General Correspondence	Bldg 105, 3rd FL	Environmental	5 years	

Documents and Records	Location/Notes	Maintained by	Minimum Retention Time	Comment/Reference
SOPs & BMPs	Bldg 105, 3rd FL	Environmental	5 years	
Storm Water Management Plan	Bldg 105, 3rd FL	Environmental	5 years	
NPDES Permit	Bldg 105, 3rd FL	Environmental	5 years or until permit is renewed	
Annual Inspection Schedule	Bldg 105, 3rd FL / Enviance	Environmental	5 years	
Illicit Discharges Survey Report	Bldg 105, 3rd FL	Environmental	5 years	Prepared by CHPPM
NOIs	Bldg 105, 3rd FL	Environmental	5 years	
Inspection Checklist	Bldg 105, 3rd FL	Environmental	5 years	
Industrial Wastewater Discharge Permits	Bldg 105, 3rd FL	Environmental	5 years	
AMR - Industrial Wastewater Discharge Permit - CDC Grease Trap	Bldg 105, 3rd FL / Facility	Environmental / Facility Manager	5 years or until permit is renewed	
AMR - Industrial Wastewater Discharge Permit - Burger King Grease Trap	Bldg 105, 3rd FL / Facility	Environmental / Facility Manager	5 years or until permit is renewed	
FS- Industrial Wastewater Discharge Permit - Grease Trap	Bldg 105, 3rd FL / Facility	Environmental / Facility Manager	5 years or until permit is renewed	
FS- Industrial Wastewater Discharge Permit - Grease Trap	Bldg 105, 3rd FL / Facility	Environmental / Facility Manager	5 years or until permit is renewed	
FS - Industrial Wastewater Discharge Permit - Lint Trap	Bldg 105, 3rd FL / Facility	Environmental / Facility Manager	5 years or until permit is renewed	
FS- Industrial Wastewater Discharge Permit - Grease Trap	Bldg 105, 3rd FL / Facility	Environmental / Facility Manager	5 years or until permit is renewed	
FS- Industrial Wastewater Discharge Permit - Hair Trap	Bldg 105, 3rd FL / Facility	Environmental / Facility Manager	5 years or until permit is renewed	
FS- Industrial Wastewater Discharge Permit - DPW Org. Maint OWS	Bldg 105, 3rd FL / Facility	Environmental / Facility Manager	5 years or until permit is renewed	
FS- Industrial Wastewater Discharge Permit - Bowling Center Grease Trap	Bldg 105, 3rd FL / Facility	Environmental / Facility Manager	5 years or until permit is renewed	
FS-Industrial Wastewater Discharge Permit - 9TH RSC Motorpool OWS	Bldg 105, 3rd FL / Facility	Environmental / Facility Manager	5 years or until permit is renewed	
FS-Industrial Wastewater Discharge Permit - 9TH RSC Motorpool OWS	Bldg 105, 3rd FL / Facility	Environmental / Facility Manager	5 years or until permit is renewed	
FS-Industrial Wastewater Discharge Permit - 9TH RSC wash Rack	Bldg 105, 3rd FL / Facility	Environmental / Facility Manager	5 years or until permit is renewed	
FS-Industrial Wastewater Discharge Permit - Arts & Craft Silver Recovery Unit	Bldg 105, 3rd FL / Facility	Environmental / Facility Manager	5 years or until permit is renewed	
FS-Industrial Wastewater Discharge Permit - Bettys Snack Shop - Grease Trap	Bldg 105, 3rd FL / Facility	Environmental / Facility Manager	5 years or until permit is renewed	
FS-Industrial Wastewater Discharge Permit - MESS HALL - Grease Trap	Bldg 105, 3rd FL / Facility	Environmental / Facility Manager	5 years or until permit is renewed	
FS-Industrial Wastewater Discharge Permit - Gas Station OWS	Bldg 105, 3rd FL / Facility	Environmental / Facility Manager	5 years or until permit is renewed	
FS-Industrial Wastewater Discharge Permit - Barber Shop Hair Trap	Bldg 105, 3rd FL / Facility	Environmental / Facility Manager	5 years or until permit is renewed	
FS-Industrial Wastewater Discharge Permit - Photo Lab Silver Recovery Unit	Bldg 105, 3rd FL / Facility	Environmental / Facility Manager	5 years or until permit is renewed	
FS-Industrial Wastewater Discharge Permit - PX American Eatery Grease Trap	Bldg 105, 3rd FL / Facility	Environmental / Facility Manager	5 years or until permit is renewed	
FS-Industrial Wastewater Discharge Permit - Bamboo Court Grease Trap	Bldg 105, 3rd FL / Facility	Environmental / Facility Manager	5 years or until permit is renewed	
TAMC - Industrial Wastewater Discharge Permit - Bldg 1 Hospital Grease Trap	Bldg 105, 3rd FL / Facility	Environmental / Facility Manager	5 years or until permit is renewed	
TAMC-Industrial Wastewater Discharge Permit - Parking Structure/VA OWS	Bldg 105, 3rd FL / Facility	Environmental / Facility Manager	5 years or until permit is renewed	
TAMC-Industrial Wastewater Discharge Permit - Ambulatory Care Bldg 0030	Bldg 105, 3rd FL / Facility	Environmental / Facility Manager	5 years or until permit is renewed	
TAMC-Industrial Wastewater Discharge Permit - American Eatery bldg1 wing c - grease trap	Bldg 105, 3rd FL / Facility	Environmental / Facility Manager	5 years or until permit is renewed	
TAMC-Industrial Wastewater Discharge Permit - Animal Specialty Facility Bldg. 148	Bldg 105, 3rd FL / Facility	Environmental / Facility Manager	5 years or until permit is renewed	
TAMC-Industrial Wastewater Discharge Permit - Physical Fitness Ctr, Bldg 304	Bldg 105, 3rd FL / Facility	Environmental / Facility Manager	5 years or until permit is renewed	
TAMC-Industrial Wastewater Discharge Permit - Boiler Plant OWS	Bldg 105, 3rd FL / Facility	Environmental / Facility Manager	5 years or until permit is renewed	
CLEAN WATER				
PTA - Daily record of the injectant quantity (gpd) - Wells 1-6	PTA	Environmental	10 years	
PTA - Weekly inspection of the injection well system - Wells 1-6	PTA	Environmental	10 years	

Documents and Records	Location/Notes	Maintained by	Minimum Retention Time	Comment/Reference
PTA- Annual Status Report to DOH	Bldg 105, 3rd FL / Environmental shared drive	Environmental	10 years	
KMC - Daily record of the injectant quantity (gpd) - Wells 1-13	KMC	Environmental	10 years	
KMC - Monthly inspection of the injection well system - Wells 1-13	KMC	Environmental	10 years	
KMC - Annual Status Report to DOH	Bldg 105, 3rd FL / Environmental shared drive	Environmental	10 years	
PTA & KMC UIC Permits	Bldg 105, 3rd FL / Environmental shared drive ; Facility	Environmental	5 years or until permit is renewed	
Permit Renewal Application	Bldg 105, 3rd FL / Environmental shared drive	Environmental	10 years	
General Correspondence	Bldg 105, 3rd FL / Environmental shared drive	Environmental	10 years	
POL & SPILLS				
Spill/Incident Reports	Bldg 105, 3rd FL	Environmental	Indefinitely	
DOH Notification	Bldg 105, 3rd FL	Environmental	Indefinitely	
Spill Tracking/Trend Analysis	Bldg 105, 3rd FL	Environmental	Indefinitely	
Spill Prevention Control and Countermeasure (SPCC Plan)	Bldg 105, 3rd FL	Environmental	Indefinitely / Until updated	
SOPs	Bldg 105, 3rd FL	Environmental	Indefinitely / Until updated	
Spill Report Form	Bldg 105, 3rd FL	Environmental	Indefinitely / Until updated	
SOLID WASTE/RECYCLING/POLLUTION PREVENTION				
DOH Annual Reports	Environmental shared drive	Environmental	5 years or indefinitely as determined	
Total number/tonnage of vehicles received and processed	Environmental shared drive	Environmental	5 years or indefinitely as determined	
Total number of vehicles, tires, used oil, CFCs and other fluids on-site	Environmental shared drive	Environmental	5 years or indefinitely as determined	
DOH Inspection Reports	Environmental shared drive	Environmental	5 years or indefinitely as determined	
Inspection Deficiencies and Corrective Action Records	Environmental shared drive	Environmental	5 years or indefinitely as determined	
Permit Renewal Application	Environmental shared drive	Environmental	5 years or indefinitely as determined	
Recyclables - Incoming/outgoing Transactions	Environmental shared drive	Environmental	5 years or indefinitely as determined	
QRP Meeting Minutes	Environmental shared drive	Environmental	3 years or indefinitely as determined	
QRP Manager Appointment Order	Environmental shared drive	Environmental	Indefinitely or as superseded	
Recycling Statistics	Environmental shared drive	Environmental	3 years	
General Correspondence	Environmental shared drive	Environmental	5 years or indefinitely as determined	
SOPs	Environmental shared drive	Environmental	5 years or indefinitely as determined	
Solid Waste Management Plan	Environmental shared drive	Environmental	Indefinitely or as superseded	
SB Automotive Craft Center Salvage Yard Permit	Environmental shared drive	Environmental	5 years or until permit is renewed	
SB Recycling Facility Permit	Environmental shared drive	Environmental	5 years or until permit is renewed	
HAZARDOUS WASTE				
Hazardous Waste/Material Management Plan	Bldg 105/ECO website	Environmental	3 years	Currently under SJA review
USAG-HI Policy Letters	Bldg 105/ECO website	Environmental	As Needed/Superceeded	
Generator EPA ID # Forms	Bldg 105 & Environmental shared drive	Environmental	Indefinitely	
DOH Inspection Reports/Responses	Bldg 105	Environmental	3 years	
Environmental Compliance Inspection Checklist	Environmental shared drive	Environmental	3 years	
SOPs	Bldg 105/DPW Intranet	Environmental	3 years	

Documents and Records	Location/Notes	Maintained by	Minimum Retention Time	Comment/Reference
Internal Inspection Records	Environmental shared drive	Environmental	3 years	
Inspection Deficiencies and Corrective Action Records	Environmental shared drive	Environmental	3 years	
SOPs	Unit/Activity ECO Files	Unit/Activity ECOs	3 years	
ECO Training Schedule	Environmental shared drive/intranet	Environmental	3 years	
Management of the Environmental Compliance Training Center	Bldg 2624/DPW Intranet	Environmental	3 years	
ECO Appointment Orders	Unit/Activity ECO Files	Unit/Activity ECOs	3 years	
ECO Training Records/Certificates	Unit/Activity ECO Files & Environmental shared drive	Unit/Activity ECOs & Environmental	3 years after termination of employee	Units maintain their own hard copies but training records are maintained in the ECO database.
EPA/DOH Biennial HW Report	Bldg 105 & Environmental shared drive	Environmental	3 years	
HW Manifests	Bldg 6040 ER	Environmental	3 years	
Collection, Storage and Turn-In of Hazardous Waste, Transfer and Accumulation Point (TAP)	Bldg 6040 ER/DPW Intranet	Environmental	3 years	
HW Turn-in Forms	Bldg 6040 ER	Environmental	3 years	
TAP Turn-ins/pickups	Bldg 6040ER	Environmental	3 years	
HW Employee Training Records	Bldg 6040ER	Environmental	3 years after termination of personnel	
TAP - Scale Calibration Records	Bldg 6040ER	Environmental	Annually	
HW Reduction Stats	Environmental shared drive	Environmental	3 years	
General Correspondence	Bldg 105 & Environmental shared drive	Environmental	3 years	
HAZARDOUS MATERIALS				
Tier One and Tier Two Forms (SARA Title III- Chemical Inventory & Usage) - Yearly	Bldg 105	Environmental	3 years	
Toxic Chemical Release Reporting - Yearly (Form R)	Bldg 105	Environmental	3 years	
Chemical Inventory Reduction Stats	Bldg 105	Environmental	3 years	
General Correspondence	Bldg 105 & Environmental shared drive	Environmental	3 years	
Hazardous Substance Management System (HSMS)	Bldg 105 ER/DPW Intranet	Environmental	3 years	
Authorized Use List (AUL) Form	Bldg 105 ER/DPW Intranet	Environmental	3 years	
HMMS Database - Chemical Tracking	Bldg 105 ER/DPW Intranet	Environmental	3 years	
USTS/ASTS				
Annual Report	Bldg 105, 3rd FL	Environmental	1 year	Not mandated by a Federal or State regulation.
DOH Inspection Reports	Bldg 105, 3rd FL	Environmental	Not defined.	
Inspection Deficiencies and Corrective Action Records	Bldg 105, 3rd FL	Environmental	1 year	
Leak Detection/Inspection Results	Bldg 105, 3rd FL	Environmental	1 year	
Storage Tanks Inventory	Bldg 105, 3rd FL	Environmental	1 year	Not mandated by a Federal or State regulation.
Storage Tanks Inspection Checklist	Bldg 105, 3rd FL	Environmental	1 year	Not mandated by a Federal or State regulation.
Third-Party Certifications for Release Detection	Bldg 105, 3rd FL	Environmental	Life of Tank System	
Closed or Leaking UST Records	Bldg 105, 3rd FL	Environmental	Indefinitely	
Leak Detection/Inspection Schedule	AAFES	AAFES	1 year	
IRP/MMRP				
DERP Administrative Record	Bldg 105, 3rd FL	DPW ENV	Federal regulations do not specify a minimum retention time. However, the Environmental Division retains IRP/MMRP records and documents	
Installation Action Plans	Bldg 105, 3rd FL	DPW ENV		

Documents and Records	Location/Notes	Maintained by	Minimum Retention Time	Comment/Reference
Public Meetings Minutes	Bldg 105, 3rd FL	DPW ENV	Indefinitely or until superceded.	
SOPs	Bldg 105, 3rd FL	DPW ENV		
DERP Project Files	Bldg 105, 3rd FL	DPW ENV		
Memorandum For Record for IAPs	Bldg 105, 3rd FL	DPW ENV		
Cost-to-Complete Documents	Bldg 105, 3rd FL	DPW ENV		
Army Environmental Database - Restoration (AEDB-R)	AEC Database	AEC		
Environmental Restoration Information System (ERIS)	AEC Database	AEC		
Land Use Control Implementation Plan	Bldg 105, 3rd FL	DPW ENV		
TSCA				
Lab analysis results	DPW GIS / Environmental shared drive	Environmental	Indefinitely or as updates occur	
Asbestos/Lead Based Paint Personnel Certification	Environmental shared drive	Environmental	Indefinitely or as personnel are re-certified or terminated	
Inspection results	Environmental shared drive	Environmental	Indefinitely or as updates occur	
SOPs	Bldg 105, 3rd FL	Environmental	Indefinitely or as updates occur	
Asbestos & Lead Based Paint Management Plan	Bldg 105, 3rd FL	Environmental	Indefinitely or as updates occur	
Asbestos & Lead Based Paint Inventory	DPW GIS	Environmental	Indefinitely or as updates occur	
PCB transformer inventory/management	DPW GIS / Environmental shared drive	Environmental	Indefinitely or as transformers are changed out	
SEM				
Environmental Policy	Bldg 105 & Environmental shared drive; USAG-HI public website	Environmental	Until superseded	
CFT meeting agenda, minutes and attendance sheets	Bldg 105 & Environmental shared drive	Environmental	3 years	
Management review agenda (EQCC), attendance sheets, meeting minutes and assignments	Bldg 105 & Environmental shared drive	Environmental	3 years	
EMS Representative Appointment letters	Bldg 105 & Environmental shared drive	Environmental	Until superseded	
Results of internal and External Environmental Audits (Summary Report and corrective actions)	Bldg 105 & Environmental shared drive	Environmental	5 years	
SEM Internal Audit checklists	Bldg 105 & Environmental shared drive	Environmental	Until superseded	
Audit schedule	Bldg 105 & Environmental shared drive	Environmental	Until superseded	
Legal and Other Requirements Matrix	Bldg 105 & Environmental shared drive	Environmental	Until superseded	
EMS Awareness Training records	Bldg 105 & Environmental shared drive; ECATTS	Environmental	5 years	
Aspects and Impacts Reports	Bldg 105 & Environmental shared drive; ENVIANCE	Environmental	3 years	
Register of Significant Aspects	Bldg 105 & Environmental shared drive	Environmental	3 years	
Objectives & Targets Action Plan	Bldg 105 & Environmental shared drive	Environmental	Until superseded	
Log of internal/external environmental communications	Bldg 105 & Environmental shared drive	Environmental	3 years	
EMS Manual & SEMP's	Bldg 105 & Environmental shared drive	Environmental	Until superseded	
NATURAL RESOURCES				

